

## Commercial Swimming Pool Application

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click **Create New Application**

The screenshot shows the 'My Dashboard' page. On the left is a navigation sidebar with sections: NAVIGATION (Home, Incomplete Applications, Create), ADMIN TOOLS (Reports, Error Log), and ACCOUNT (Modify Account, Log Out). A language selector is at the bottom. The main content area has tabs for 'My Applications', 'My Fees', and 'My Inspection Requests'. The 'My Applications' tab is active, showing a table of applications. A 'Create New Application' button is highlighted with a red box in the top right corner.

**My Dashboard**

**Create New Application**

**My Applications**

The table below contains a list of all of your applications. To view more details about an application, click the icon.

Show 10 entries Search:

App Number	Project Name	Type	Sub-Type	Status
SE23-000029		Special Event Permit		Closed
FA23-00012	New Fire Alarm Permit	Fire Alarm		Fees Paid
SE23-000027		Special Event Permit		Issued
ROW23-00015		Utility Work in Right of Way	Right of Way Permit - Telecom	Review
SCN23-00010		Small Cell Node	Small Cell Node - Node Support Pole	Issued
ROW23-00012		Utility Work in Right of Way	Right of Way Permit - Electric	Issued
COM23-00041		Commercial Building	Commercial Building Addition	Issued
SE23-000022		Special Event Permit		Closed
SE23-000021		Special Event Permit		Closed

3. **Application Tab:** Clicking **New Application** to create a brand-new application. You can also add a project name at this stage. Clicking on **Building Inspection Services** will reveal an expandable list of all the available application types. Find the type of application you wish to submit by expanding the department's name. Select **Next** at the bottom of the screen to continue.

The screenshot shows the 'Application Type' selection screen. The 'Application Type' tab is highlighted with a red box. Below the tabs, there is a message about selecting an application category and a link to the Address Checker. There are two main options: 'New Application' (selected) and 'Linked Application'. Below these, there is a field for 'Add Project Name (if applicable)'. The 'Select Application Type:' section is expanded, showing a list of application types. The 'Building Inspection Services' section is expanded, and the 'Swimming Pool' option is selected with a red arrow.

**Application Type**

Select an application category to expand the list and choose a listed application type. Optionally, add a Project Name to use for future reference. Click the Next button to advance to the next step.

Please verify if address is in the City Limits before submitting an application. Below is the link to our Address Checker: [Round Rock Address Verification Tool](#)

**New Application**  
This option will create a new application.

**Linked Application**  
This option will create a linked application. You will need to select a parent application.

**Add Project Name (if applicable)**  
PROJECT NAME

**Select Application Type:**

- > Administration Permits
- > Building Inspection Services
  - > Commercial Building Permits
    - > Building
    - > Accessory Structure
    - > Multi-Family
    - > Deck/Patio
    - > Swimming Pool
      - New**

4. **Location Tab:** On the search bar, type in the project address. Once it auto-populates, click on it and scroll down the page and click **Next**.

Create Application - New Construction

Application Type **Location** People Contractors Application Details Upload Files Terms & Conditions

Map showing location selection. A red box highlights the address "221 E MAIN ST ROUND ROCK TX 78664" in the search bar. A "Parcel Information" popup is visible, showing RCODE: R071305 and Description: ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16.

Selected Addresses

Remove any address that is not part of your location selection.

Show 10 entries

Location

221 E MAIN ST ROUND ROCK TX 78664

Showing 1 to 1 of 1 entries

Remove Address

Selected Parcels

Remove any parcel that is not part of your location selection.

Show 10 entries

RCode Legal Desc.

R071305 ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16

Showing 1 to 1 of 1 entries

Remove Parcel

**NOTE:** If the address does not auto-populate, then type the address and suite number (if applicable) on the **"I cannot find my location using the map"** section. Once you type it out, scroll down the page and click **Next**.

Create Application - New Construction

Application Type **Location** People Contractors Application Details Upload Files Terms & Conditions

Map showing location selection. A red box highlights the "Search By Address" bar.

Selected Addresses

Selected Parcels

I cannot find my location using the map.

Location

221 E MAIN (ADD SUITE # IF APPLICABLE)

Previous Cancel Next

5. **People Tab:** In the **Applicant** section, you can use the **Add My Info** button to auto-populate your contact information into the application. If you are also the owner, you can use this button here as well. If you aren't the owner, you can enter their contact information manually, but the **Owner** section is optional. Click **Next** to continue.

The screenshot shows the 'People' tab selected in the top navigation bar. Below the navigation bar, there is a sidebar with 'Applicant' and 'Owner' sections. The 'Applicant' section is active, showing a form with fields for Name, Company Name, Address 1, Address 2, City, State (dropdown menu), Zip, Phone, and Email. There is also a 'Comments/License Number' text area. A red box highlights the 'Add My Info' button in the top left of the form. At the bottom of the form, there are 'Previous' and 'Cancel' buttons on the left, and a 'Next' button on the right.

6. **Contractor Tab:** Use the **Search** bar to search for the contractor(s) you want to add to the application. Select the contractor(s) in the **Search and Add Contractors** section and click the **Add** button to add them to the application. **\*\*NOTE: Round Rock strictly follows a one-permit system. To prevent any delays in your project, you must include all relevant sub-contractors in the permit application. Although including them it is not necessary at the time of application submittal, it is required before the permit can be issued\*\***

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below the navigation bar, there is a message: 'If you are unable to find the contractor in our system, they will need to submit a Contractor Registration application here in the portal.' Below this message, there is a section titled 'SEARCH AND ADD CONTRACTORS'. This section contains a search bar with the text 'Search: ITWL'. Below the search bar, there is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table is empty, and a message 'No matching records found' is displayed. Below the table, there is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button. Below this section, there is another section titled 'SELECTED CONTRACTORS'. This section also contains a search bar with the text 'Search: ITWL'. Below the search bar, there is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table is empty, and a message 'No data available in table' is displayed. Below the table, there is a message 'Showing 0 to 0 of 0 entries' and a 'Remove' button.

7. **Application Details Tab:** Fill out any relevant application details for the type of application you selected. Click **Next** at the bottom of the page to continue.

The screenshot shows the 'Application Details' tab selected in the top navigation bar. The main content area is titled 'COMMERCIAL OTHER PERMIT INFO'. It contains two text input fields: 'Describe Work ( Include description and name of business) \*' and 'Project Value (dollars) \*'. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

8. **Upload Files Tab:** Upload the required documents. You can drag and drop or click **Browse** to locate the documents on your computer. Click **Next** to continue.

The screenshot shows the 'Upload Files' tab selected in the top navigation bar. The main content area has three sections for file uploads: 'One complete set of Construction Plans \*', 'Property survey showing proposed pool location \*', and 'Optional Attachment'. Each section has a large gray box with the text 'Drag & Drop your files or Browse'. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

9. **Terms & Conditions Tab:** Review the *Terms and Conditions* for your application type and click **I agree with the terms and conditions** if you agree. The green **Submit** button will become selectable when you agree to the terms and conditions. Click **Submit** to submit the application.

The screenshot shows the 'Terms & Conditions' tab selected in the top navigation bar. The main content area displays the terms and conditions text. Below the text is a checkbox labeled 'I agree with the terms and conditions. \*'. The checkbox is checked, and a green 'Submit' button is visible. At the bottom left are 'Previous' and 'Cancel' buttons.

10. The application was successfully created, and a reference number is given. From here, you can **View Permit Information** or **Apply for a New Permit**.

The screenshot shows the 'Create Application - New' page. The top navigation bar has the 'Terms & Conditions' tab selected. The main content area has a green checkmark icon and the text 'Application Created'. Below this, it says 'Thank you for submitting your permit application. Your application will be reviewed for completeness and calculation of associated fees. The reference number for your application is: COM23-00043'. At the bottom are two buttons: 'View Permit Information' and 'Apply for New Permit'. On the left side, there is a sidebar with navigation links: Home, Incomplete Applications, Create, Reports, Error Log, Modify Account, and Log Out. At the bottom of the sidebar is a 'Select Language' dropdown.